

Employee Post-Travel Disclosure of Travel Expenses

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Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The **original** *Employee Pre-Travel Authorization* (Form RE-1), **AND**
- ☒ A **copy** of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Stanford University's Hoover Institution

Travel date(s): August 21-23, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING **DID NOT INCREASE** DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$349.53	\$400.00	\$168.49	None
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. *See Senate Rule 35.2(c)(6).* (Attach additional pages if necessary.):

Nine intensive seminars on economic policy issues, including healthcare, education, immigration, labor markets, and strategies for economic growth. Also attended a tour of the Hoover archives (economics focused items) and the Hoover Tower.

9/17/19

(Date)

Halie Craig

(Printed name of traveler)

Halie Craig

(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/17/19

(Date)



(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Halie CraigEmploying Office/Committee: U.S. Senator Pat ToomeyPrivate Sponsor(s) (list all): The Hoover Institution (Stanford University)Travel date(s): August 21-23, 2019

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Stanford, California

Explain how this trip is specifically connected to the traveler's official or representational duties:

In my official duties, I advise Senator Toomey on issues including trade, education, and labor policy. The agenda for the Hoover Institution seminar series at Stanford includes discussions with Hoover experts on economic policy issues, including trade, property rights, socioeconomic issues, and more. The content of these seminars directly relates to my official duties; furthermore, the ability to interface with policy experts in these fields will help me develop relationships that will inform current and future legislative projects, including on issues like trade, occupational licensing, and school choice—all areas in which I am developing bills.

Name of accompanying family member (if any): N/ARelationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

8/7/19

(Date)

Halie Craig
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Pat Toomey hereby authorize Halie Craig
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

8/7/19

(Date)

Pat Toomey
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Stanford University's Hoover Institution
2. Description of the trip: An intensive program for Congressional staff which consists of three days of seminars, simulations, and keynote presentations.
3. Dates of travel: August 21-23, 2019
4. Place of travel: Stanford University, Stanford, CA
5. Name and title of Senate invitees: See attached list
6. I certify that the trip fits one of the following categories:
 - ☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR -**
 - ☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND -**
 - ☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND -**
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip (see questions 6 and 10).

-OR-

- ☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

- 12. Briefly describe the role of each sponsor in organizing and conducting the trip:**

Stanford University's Hoover Institution solely planned all aspects of the trip including topics discussed, travel/accommodation logistics, and required paperwork. Hoover staff will also be responsible for traveling with Congressional staff and managing logistics for the duration of the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

The Hoover Institution is a research institution that seeks to improve the human condition by advancing ideas that promote economic opportunity and prosperity while securing and safeguarding peace through its world renowned scholars, library and archives, as well as by engaging Congress and its staff.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

This is the seventh sponsored trip for Congressional staff organized by the Hoover Institution. The latest of which was in April 2019 and had a similar format to this trip.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

Stanford University's Hoover Institution regularly sponsors policy panels and roundtables for think tank scholars, journalists, Congressional staff, executive branch officials, academics and members of the public.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate	\$297.48	\$400 (\$200/night)	\$160 total	None
<input type="checkbox"/> Actual Amounts				

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves an event that is arranged/organized specifically with regard to congressional participation.

18. Reason for selecting the location of the event or trip

In order to have a significant number of California-based Senior Fellows participate in the event, we are hosting on the Hoover Institution's headquarters on Stanford University campus.

19. Name and location of hotel or other lodging facility:

Schwab Residential Center, 680 Serra Street, Stanford, CA 94305

20. Reason(s) for selecting hotel or other lodging facility:

Schwab Residential Center is owned and operated by Stanford University. It is in close proximity to the events that comprise the program.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Lodging expenses are less than the federal per diem for Palo Alto, CA. Meal expenses are less than the federal per diem for Palo Alto, CA.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Stanford University's Hoover Institution will provide coach-class airfare between Washington DC and San Francisco, CA; and ground transportation between SFO and Stanford University.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None.

25. I hereby *certify* that the information contained herein is true, complete and correct. (For trips involving more than one sponsor, you *must* include a completed signature page for each additional sponsor):

Signature of Travel Sponsor:



Name and Title: Paige Mathes, Senior Manager, Washington, DC Programs

Name of Organization: Hoover Institution

Address: 1399 New York Avenue, NW, Suite 500, Washington, DC 20005

Telephone Number: 202.760.3200

Fax Number: 202.760.3191

E-mail Address: spmathes@stanford.edu

***All meetings will be held in: Lou Henry Hoover Building, Room 101, 580 Serra Mall,
Stanford, CA 94305***

9:00 – 10:10 AM: Environmental Markets: A Property Rights Approach
Terry Anderson will discuss his concept of “free market environmentalism”, the idea of using markets and property rights to solve environmental problems.

11:40 – 12:50 PM: Technological Change and the U.S. Labor Market
Erik Hurst will discuss the impact of technological change on U.S. labor markets.

1:15 – 2:25 PM: Discussion on Health Insurance Markets
Kate Bundorf will focus on the future of health insurance and health-care-provider markets.

3:10 – 4:30 PM: Archives presentation (economics focused items)
Jean Cannon will present archival materials from the Hoover collections and discuss how learning from history can help drive current policy.

5:45 – 6:15 PM: Reception
Location: Fairweather Courtyard

6:15 – 8:15PM: Dinner Keynote: Strategies for Economic Growth
John Cochrane will discuss strategies to grow the economy and policies that support that growth.
Location: Fairweather Courtyard

8:15 PM: Return to Schwab Residential Center
Location: 680 Serra Mall, Stanford, CA 94305

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FRIDAY, AUGUST 23, 2019

All meetings will be held in Lou Henry Hoover Building, Room 101, 580 Serra Mall, Stanford, CA 94305

9:00 – 9:30 AM: Continental Breakfast

9:30 – 10:40 AM: Healthcare Reform

Scott Atlas will discuss our current healthcare policies and how it can be reformed.

10:40 AM: Pick up boxed lunch and depart campus

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August 2019 Senate Staffers invited to attend:

Accepted:

Halie	Craig	Legislative Assistant	Sen. Pat Toomey (PA)
Ryan	Dattilo	Chief Counsel for Antitrust and Bankruptcy	Senate Judiciary Committee
Meghan	Dorn	Legislative Aide	Sen. Lindsey Graham (SC)
Alexander	Hanson	Legislative Assistant	Sen. Tom Cotton (AR)
Erich	Hartman	Professional Staff Member	Senate Budget Committee
Taylor	Hewes	Legislative Aide	Sen. Pat Toomey (PA)
Douglas	Levinson	Legislative and Research Assistant	Senator Rob Menendez (NJ)
Sanjana	Puskoor	Legislative Aide	Sen. Michael Bennet (CO)
Scott	Reber	Legislative Assistant	Sen. Risch (ID)
Louly	Saney	Deputy Press Secretary	Sen. Tim Kane (VA)

Declined:

Katherine	Duvenec k	Legislative Aide	Sen. Ben Sasse (OK)
Erica	Suares	Policy Advisor	Senate Majority Leader Mitch McConnell

